



## **Accounting Technician**

7500– Class Code 1741 – Exam Code 3pb04

Department(s): Air Resource Board California  
State Lottery Department of  
Child Support Department of  
Consumer Affairs Department of  
Corporation Department of  
Education Department of Fish  
and Game  
Department of Food and Agricultural (CDFA)  
Department of Forestry and Fire Protection  
Department of Health Care Services  
Department of Housing and Community Development  
Department of Insurance  
Department of Motor Vehicles (DMV)  
Department of Parks and Recreation  
Department of State Hospitals  
Department of Veterans Affairs  
Employment Development Department  
Franchise Tax Board  
Public Utilities Commission

Final Filing Date: Cut-off dates will be scheduled periodically.

Type of Examination: Multi-Departmental Open

Salary: MONTHLY-RANGED-SALARY - \$2,638.00 to \$3,209.00

Tenure/Time-base: Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent

### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust

placed in public servants.

## WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Account Technician Examination at any time.

Once you have taken the Account Technician Examination you may not retake it for 12 months.

## FILING INSTRUCTIONS

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted.

### Self-Scheduling Opens

June 25<sup>th</sup>, 11:00am

July 9<sup>th</sup>, 11:00am

July 23<sup>rd</sup>, 11:00am

### Written Exam Date

June 29<sup>th</sup> 2013

July 13<sup>th</sup> 2013

July 27<sup>th</sup> 2013

### Location

Sacramento

Los Angeles

Sacramento

**If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.**

**ON THE SELF-SCHEDULING DATE PLEASE GO TO THE *TAKING THE EXAM* SECTION OF THIS BULLETIN TO BEGIN AND COMPLETE THE SCHEDULING PROCESS.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

## ELIGIBLE LIST INFORMATION

An eligible list will be established by the California Department of Human Resources for use by participating State departments noted on the bulletin. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility is valid for twelve (12) months after it is established. Competitors must then retake the examination to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## MINIMUM QUALIFICATIONS

**Experience:** Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

And

**Education:** Completion of at least nine semester hours of a professional accounting curriculum.

(Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

## POSITION DESCRIPTION

### Definition

Under close supervision, to perform semiprofessional accounting work in the maintenance of fiscal records (including payroll, petty cash, cash collection, and claims processing); may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

### Tasks

Maintains bookkeeping and accounting control records; makes journal entries; posts to general ledger and subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; prepares financial statements, reports, and documents; prepares correspondence; researches original input documents to trace, identify and correct errors; prepares input documents to correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the department is entering into agreement to pay for specific services; posts amendments to contracts; receives, reviews and processes claims for payment in accordance with contract stipulations; maintains estimate and claims filed registers; maintains revolving fund ledger cards; processes revolving fund checks for salary and travel advances.

At this time positions exist in the following counties: Fresno, Sacramento, San Joaquin.

## EXAMINATION INFORMATION

### WRITTEN TEST– Weighted 100%

The examination will consist solely of a written test, multiple choice, weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the process.

The written test is designed to evaluate a candidate's knowledge in the areas of (1) Accounting Principles, (2) Quantitative and Research Analysis, and (3) Account Accuracy.

This examination will also allow for the use of calculators, and these will be issued to the candidates on the written test date by the California Department of Human Resources. The use of a candidate's personal calculator will not be permitted.

## KNOWLEDGE AND ABILITIES

The examination and hiring interview may evaluate the following areas:

A. Knowledge of:

1. Principles and practices of financial record keeping.
2. Basic principles of accounting.
3. Governmental accounting principles and procedures.

B. Ability to:

1. Express ideas and give instructions effectively.
2. Operate common office appliances used in financial and record-keeping work and make arithmetical computations rapidly and accurately.
3. Apply rules and regulations to specific cases.
4. Analyze data and draw logical conclusions.

## VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

## CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:  
California Department of Human Resources

Attn: Examination Services  
1515 S Street

Sacramento, CA 95811  
1-866-844-8671  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. [Click here to go to the Class Specification](#)

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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## TAKING THE EXAM

You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted.

### **Self-Scheduling Opens**

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### **Location**

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**[CLICK HERE TO SELF SCHEDULE FOR THE ACCOUNTING TECHNICIAN EXAMINATION ON THE CORRESPONDING ABOVE OPENING DATE & TIME.](#)**

\*The link above will not grant you access until the opening date and time. For example, if you are signing up for the June 29<sup>th</sup> Administration please click the link on June 25<sup>th</sup> at 11:00am to schedule yourself. Remember that this exam does have limited seats and they are granted on a first come, first serve basis.